



LIEN REDUCTION APPLICATION CHECKLIST

Rev: 1 | Revision Date: 2/23/2017 | Print Date: 2/23/2017

I.D. Number: LRAC

STAFF USE ONLY:

Date Received: _____ Received By: _____

Lien Reduction Program Application

The application must be completed and signed in order to avoid delays in processing. All violations on this property or on any other properties owned within the City of Fort Lauderdale must be in compliance in order for a lien reduction to be considered.

Application Fee (includes one case) \$175.00
Each Additional Case \$25.00

ALL INFORMATION FIELDS MUST BE COMPLETED AND THE APPLICATION FEE(S) MUST BE PAID BEFORE A LIEN REDUCTION HEARING CAN BE SCHEDULED.

Property Owner: _____

Property Address: _____

Case Number	Lien Amount	Reduction Offer Per Case
	Total Lien:	Total Offer:

Applicant Information

Name

Mailing Address

Phone Number

Email Address

Relationship to the Property Owner

Property Representative

Will an attorney represent the property owner?

Are you representing a potential buyer of the property?

Are you representing a former owner of the property?

Yes	No



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Property Information

1. List or explain any reasons why the violation was not complied within the timeframe provided by the Special Magistrate or Code Enforcement Board?

2. Please describe any mitigating circumstances that would warrant a reduction of the lien(s) listed below. Attach copies of all invoices and costs associated with bringing this property into compliance.

3. Is there a pending contract to sell this property?

Yes	No

- a) If yes, you must provide a copy of the sales contract with the application.
- b) What is the anticipated closing date for the sale? _____
- c) If the property was recently purchased, the closing statement must be submitted with this application.

4. Property Information

Select All Applicable Items

- Is there an Administrative Partial Release for this property?
- Is the property in foreclosure?
- Was the property purchased at an auction?
- Is there a short sale of the property?
- Did the current property owner file bankruptcy?
- Will the property be homesteaded?
- Is this an investment property?
- Is the property vacant?

Yes	No



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5. If applicable, what is the vacant property registration number? _____
6. Provide the timeframe and details of improvements, if any, that you intend to make to the property.

7. List the address (es) of any *OTHER* properties located in the City of Fort Lauderdale belonging to the property owner. Attach additional sheets, if necessary.

1.
2.
3.
4.
5.

Appeal – This reduction is strictly discretionary by the special magistrate. This application includes a waiver of the right, if any, to seek judicial review of the special magistrate's discretionary decision of whether or not to reduce the fine and if so, by how much. By signing below, I agree to waive my right to an appeal.

Applicant Printed Name

Date

Applicant Signature

Mail, fax, email, or submit in person all pages of this application to:

City of Fort Lauderdale

700 N.W. 19th Avenue

Fort Lauderdale, FL 33311

ATTN: Code Compliance Division – Lien Reduction Program

E-Mail: lienreduction@fortlauderdale.gov

Fax: (954) 828-5222



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Lien Reduction Application Checklist

- _____ This checklist must be signed and completed with the application.
- _____ The application fee(s) have been paid to the City. \$175.00 for the first case and \$25.00 for each additional case.
- _____ If you are not the property owner, a notarized letter or Power of Attorney, giving you authority to negotiate liens and appear at the hearing, from the property owner or managing member of the corporation (for properties owned by a company) must be submitted with this application.
- _____ Liens/fines associated with hard costs must be paid in full and are not subject to negotiation. These costs include but may not be limited to lot clearing, board up, demolition, and condemnation costs.
- _____ Utility liens (water billing, etc.) are not processed with this application.
- _____ All code violations must be complied before a reduction may be considered. This may include violations that have not been cited. I acknowledge receipt of the Common Code Violations diagram.
- _____ All properties owned by the property owner/managing member within the City of Fort Lauderdale must be in full compliance.
- _____ Dated color photos of the swale, front, rear, and side view of the property for all properties owned within the City of Fort Lauderdale must be submitted with the application. The date on the photos should be no later than 30 days from the date the application is submitted to the City for processing.
- _____ If the property is for sale, a copy of the executed sales contract must be submitted with the application.
- _____ If the property was purchased within the past 60 days, the closing statement must be provided.
- _____ Failure to submit a complete application, and checklist, and if the property does not meet the proper maintenance standards established in the Common Code Violations diagram, the application will be rejected.

Applicant Printed Name

Date

Applicant Signature